

DCYH Board Meeting Minutes

Wednesday, April 19, 2023 - 7pm - Mantorville VFW, Mantorville, MN

Attendees (~~strikethrough~~ absent members)

Executive Members:

Rory Haney (President
(22-24)

Summer Cano (VP (22-24)

Amy Bebee (Secretary
21-23)

Kristi Swanson (Treasurer
21-23)

Board of Directors:

Allan Armstrong (21-23)

Tom Fredrickson (21-23)

Brooke Schaefer (23-25)

Jennifer Holterman (23-24)

Holly Huso (22-24)

Matt Cano (22-24)

Jake Appel (22-24)

Absent:

Alex Skogerbo (22-24)

Brent Smith (21-23)

Nate Burgess (21-23)

Rob Holterman (22-24)

Aaron Forgaard (21-23)

Guests:

Ross Zumbach

Mike Baker

CJ Ryner

Nick Davidson

Tim Russell

Jared Oscarson

Tim Brennan

Keith Stanich

Agenda

Call to order @ 7 : 01 pm

<u>Agenda Item</u>	<u>Name of Presenter</u>
1. Approval of March 2023 meeting minutes	Amy Bebee
Motion to approve: Tom Fredrickson	
2nd: Jake Appel	
Motion carries: yes	
2. Approval of April 2023 Meeting Agenda	
Motion to approve Holly Huso	
2nd: Jake Appel	
Motion carries: yes	
3. Election results 2023: will be voted in at May meeting. Reminder for all current board members to attend.	
Secretary: Amy Bebee	
Treasurer: tie for 58 Tim Russel and Kristi Swanson	
5 Board Directors: Michael Baker, Stephanie Noble, CJ Ryner, Kristi Swanson, Ross Zumbach.	
Will set up another election for Treasurer. (next Wednesday).	
119 ballots submitted, total 303 ballots.	

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4. Discipline Committee: Need to assign recorder: rotating. Lead: rotating. President will be facilitator. Ongoing monthly meeting. Decisions for those at the hearing. Amy Bebee

Report of Board

5. Treasurer's March 2023 Report

Kristi Swanson

Deposit Detail:

Concessions should be wrapped up now, but there was some activity in early March, so we have some deposit activity reflected on 3/31.

The profits from the annual raffle fundraiser were deposited into the general fund on 3/2/23 in the amount of \$52,157.20.

The remaining deposits are from SportsEngine. They mostly, if not all, reflect the DIBS payments that are processed online (as opposed to the family writing a check). Currently, Holly has them allocated as "Registration Income" – this is because income coming from SportsEngine is typically reflective of registration income early in the year, although it is not always. So, I have let her know that these entries need to likely all be changed to our DIBS Income line item. The entries that are not even \$500 are the ones I just need to look into a little bit more and confirm what they are. So, we will have these items corrected to the appropriate line item. This change will not affect our bottom line number.

Check Detail:

Concessions – one payment to Gillette Pepsi – the remaining outstanding concessions invoice(s) were paid in April and will be reflected on next month's reports.

Ref payments – ref payments for February games were paid on 3/9

Outstanding coaching services reimbursements were paid for tournament travel.

One reimbursement was issued, and three checks were written by me for District and Regional Tournaments – the reimbursement payment was issued on 3/9. The three checks I wrote myself are at the end of the file.

Budget vs. Actuals:

Income

Concessions Income – we came in under budget for the income we expected from clothing sales but are over budget for what we planned on from food sales. Another thank you to Kate Brossard for her management of the food ordering and concessions operations!

Fundraising Sales – again, the DIBS Buyout Income line does not currently reflect what has actually come in for income. We will get those Sports Engine payments re-allocated and I also deposited checks recently which will be reflected on the next reports. The process for sorting out DIBS payments still needs some work – this year was the first year reconciling check and electronic payments – so we hope this will be more efficient next year.

Gambling Donation – The raffle fundraiser money is in. We exceeded our budgeted amount for other gambling donations (if you recall we approved another \$24K donation earlier in the year to bolster our savings).

Registration Income – FYI, due to the misallocation of the DIBS payments in the current reports, this line item is currently inflated. We will get this fixed. Any monies in excess of what was reported last time (approximately \$4500) should be allocated to DIBS Buyout Income or other.

No major changes in other income line items since last reports.

Expenses

Concessions – despite having some final invoices to pay – we continue to be under budget for concessions expenses as well! We were also under budget for apparel expenses, which helps make up for being under budget on the income side for apparel sales.

Coaching services – we have a few end of the year reimbursement requests that have come through, but we should still fall within budget for this item

Ice Rental – I forgot to have Holly move the \$38,063.51 from “Ice Rental – Other” to “Ice Rental”. I will have her do this when she fixes the DIBS items. I would consider these line items together when examining ice rental. Thus, we are currently at a total of 79,017.92 on this report. I paid another \$16,989.10 on 4/10 for a total of \$96,007.02. This puts us over budget on ice time by \$17,752.02. This is most of the \$24K additional monies we donated back from gambling to begin our savings initiatives. This is something we will need to carefully talk about as we approach budget development for next year. As a reminder, this budgeted amount was calculated based on the ice hours that we have told each team they get for the season at registration – and registration costs are built based on those hours. So, some mitigation strategies we can consider for next year:

1. Better controls – on top of monitoring ice hours we need to have a way to control ice hour usage so that we do not allow teams to go over without board approval
2. Updated registration costs – if, collectively, we feel that the amount of ice hours used this year is reflective of what we really need, then registration costs need to be updated to reflect this. I would recommend we get HOC's input here on the appropriate amount of ice hours per season at each level – and also consider comparing to other associations on how much ice hours they schedule per level per year.
3. Improved budgeting for flexible expenses – next year we need to also build in extra ice time needed for teams that advance to regions/state. Yes, this is not a guarantee...so we will just need to give our best estimate and build in additional ice hours into the budget. If we don't use them great...savings! But then if we need them they are there.

OMC – we are over budget on OMC training.

Tournament Fees – we are over budget here as well – likely due to region/state tournament advancement. Same mitigation strategies #3 above is what I would recommend for next year.

Bottom Line:

Currently, we are sitting at a net income of \$32,021.71. We have \$20,182.57 in expenses already realized for April (which you will see on next month's report) that will be deducted from this. We also have \$6,812 coming in for income in April. This puts us at an estimated bottom line of \$18651.14 for April...BEFORE needing to spend down another \$19203.47 to avoid paying UBIT on the gambling donation. This will put us in the negative of at least \$552.33...assuming there are no other expenses that pop up before the end of May. As a reminder, we had already donated an EXTRA \$24K for saving this year (i.e., additional income not planned on our original budget)...and have to spend down the \$19,203.47 simply because the gambling donation came too late in the year. Ideally, we would have been actually saving \$43,203.47 this year and instead we will be in the negative. Now, the \$19,203.47 if spent the right way, we should be planning to recoup next year. But this was a large savings opportunity that we worked towards building from a financial perspective that wasn't able to be realized this year...which is concerning. So, I would love anyone's help who is willing to talk about operating processes for next year and how we can make some improvements to really start building that savings safety net back up and to develop a long term savings/investment growth plan. I know we have already talked about moving the raffle earlier, which was a big part of creating this scenario, so that will definitely help. Ice time control is the other big one, as I mentioned earlier.

Motion to approve: Allan Armstrong

2nd: Tom Fredrickson

Motion carries: yes

Looking at registration fees/ice hours : Flat fees, tiered pay by level of pay. Nothing with ice time, nothing about fundraising. (Rochester, Owatonna, Northfield).

- a. Raise right update: email to sent to DCYH members. Had members sign up. Some g.c. has to be shipped to the coordinator. Others can be shipped to home or an e-card.

Kristi Swanson/Amy Bebee

- b. Venmo (has a fee 1.9%), keeping track of funds/credit card or debit card for tournament fees. More protection with credit card. Check with banks since we are a non-profit about credit card. Need within the month. Can have multiple credit cards (concessions, tournaments, etc). Need EIN. 20-30, 000 limit.

- c. DIBS checks (Dibs payment Dowell).

Lindsay Meyer

- d. Raffle checks have one more to send but now have the address. Brooke has raffle tickets from last year and will get into storage.

Summer Cano

6. Charitable Gambling Report March 2023

Brooke Schaefer

Motion to approve: Tom Fredrickson

2nd: Holly Huso

Motion carries yes

- a. Gambling manager license G-32530 (Effective 03/31/2023) for Brooke Schaefer.
- b. Chaotic Brewing: looking for location and smaller type machines for area. Application needs to be filled out and sent to city council for approval. Donation money back into their causes have in writing.
- c. Gambling donation: Koreen would like \$5000 to fire department. Also like to include Boys and Girls H.S. as we are all Wildcats. Having H.S. help with raffles at saloon, bean bag tournament.

Brooke Schaefer

Amy Bebee

Don't donate back to DCYH wait until end of our fiscal year. Have gambling give donation.

Rory Haney

Keep in mind amount of registration costs and donations to high school. Rory Haney

Will have to manage each request for donations.

Kristi Swanson

End of June 30, 2023.

- d. Gambling site managers: Tom Fredrickson, Jessica Hemker, Elisha Lobdell, CJ Ryner. Meeting with Steve and find out who is still interested.

Rory Haney

- e. Horse racing was good. Help last longer. Rory Haney
7. Fundraising Committee
- a. Texas Roadhouse fundraiser Thursday April 27, 2023 at 3:30-10:00 pm. Bring coupon for discount.
- b. Hockey Day/Family Fun Night Michelle Rath/Callie Bishop
- Questions regarding special license to have silent auction at rink and raffle at rink. How long it takes. Still looking at other dates. Meeting planned for 4th Wednesday of month on Zoom. 8:00pm. Include funds for silent auction items in registration/budget instead of asking families for separate money. Amy Bebee
8. Concessions/clothing
- a. Microwave approximately \$500 for new commercial grade. Kate Brossard
- Motion to approve \$600 for new microwave. Jake Appel
- Second Matt Cano
- Motion carries: yes
- b. Award Cabinet (material only cost \$11,698.95) Amy Bebee
9. Website
- a. Amy Cline is interested in helping.
- b. Nate will purchase a laptop/video/microphone. Approved from previous minutes.
- c. Redesign meeting (Amy Cline, Nate Burgess, Stephanie Noble, Kristi Swanson, Summer Cano and Rory Haney).
- d. Options for redesign. Rory Haney
- Website upgrade information: I have been in contact with SportsEngine regarding a change in the “theme” for our DCYH.org website to make it more user friendly and mobile accessible.
- The current layout the is used is the “Classic V3” which is the remaining original theme available from SportsEngine. It is a stagnant theme that is not adjustable when accessing it via a desktop computer, tablet, or mobile device which leads to some functionality, accessibility, and ease of use difficulty.
- SportsEngine has three additional options: Epic, Itasca, and Nkomis. Itasca and Nkomis are both responsive themes meaning they adjust to the type of platform/device you are using to access the website whether it is a desktop, tablet, or mobile device to optimize the functions and view of the website.
- To adjust the theme there is a one-time fee of \$250 to have access to the additional options.

I would like the board to approve this one-time allocation for our website updates. Other associations that utilize responsive themes within SportsEngine include Rochester, Austin, Owatonna. Feel free to look at those website both on a desktop/laptop and also on a mobile device or tablet. Then compare how our current website looks on both of these as well.

Below are the additional themes available and screen shots of what they may look like. Epic: similar to Classic V3. Not a responsive website design so again not adjustable when viewing on other devices (doesn't automatically change layout). Itasca: responsive design that will adjust based on the device being used to view the website. Navigation bar remains in the same spot no matter the platform used to view (desktop, tablet, mobile device). Nokomis: Responsive design for multiple platforms. Main top navigation for desktop viewing but a side/vertical collapsible navigation bar for mobile devices and tablets.

Rory Haney

Motion to approve one time fee \$250 for sports engine. Holly Huso

Second: Tom Fredrickson

Motion carries: yes

10. Advertising/Sponsorship

- a. Direct Mail Flyer: are we doing this again? If someone wants to take over design that is fine, or I can do it again.

Last year we sent this to the demographic of households age 25-45 in Kasson, Mantorville, Byron, Hayfield, and Dodge Center. The total cost for the mailers was \$1,199.20 for 10,000 cards. Postage was \$1822.82 bringing the total cost to \$3,022.02. Here is an estimate for shipping:

Kasson: 3315 pieces, \$626.53

Mantorville: 899 pieces, \$169.91

Dodge Center: 1795 pieces, \$339.25

Hayfield: 881 pieces, \$166.51

Byron: 3312 pieces, \$625.97

Total: 10,202 pieces, \$1,928.17

We may want to think about adding West Concord too. They recently built a new outdoor rink that we supported, and they are in the Triton School District. If we did this, it would be an additional 603 pieces for \$113.97.

Estimated printing cost with having 250 extra for community events would be \$1254 w/o West Concord. Estimated printing cost with West Concord is \$1326.60. Nick Davidson

- b. Community Promotion (Byron Good Neighbor Days, Kasson Festival in Park, Parades)
no interest so far. Amy Bebee
- c. Social Media Master still need. Amy Bebee

11. Hockey Operations

- a. District 9 none Matt Cano
- b. Oversight committee updates Keith Stanich

I met with Howie yesterday about our fall on ice activities. Here is where we currently sit for a tentative schedule. Exact dates and time are subject to change, but this is the foundation for our warmup/ tryout schedule. The LTS and Little Wild are locked in and will not change. Howie will send Kristi a bill for Spring LTS, Fall LTS, and Little Wild today.

Learn to Skate

9/5, 9/12, 9/19, 9/26

Little Wild

9/7, 9/14, 9/21, 9/28

Bantam/ Pee Wee Warm Up

09/25, 09/26, 09/28

Bantam Tryouts

10/2, 10/3

Pee Wee Tryouts

10/2, 10/3, 10/05 (if needed)

Squirt Warm Up

Week of 10/2

Squirt Tryouts

10/9, 10/10, 10/12

Girls Warm Up

Week of 10/2

Girls Tryouts

Week of 10/9

Proposed Registration Deadline

09/29

Super Mite Move up Evaluations 10/01

Mite Season Begins 10/28

Once Teams completed Nick Davidson

Spreading out warm ups and tryouts as it was hard to get coaches. This new plan will be shorter. Want time after tryouts so have time before practices begin.

4 positions open (2 years): Applied Tim Brennan, Greg Wood (goalie), Jessica Stanich (girls) Nick Worden (coach).

Travis and Jessica are currently working on tournaments. Wanting to know what dates are not available. (Hockey Day). Advised to find tournaments and work hockey day around.

Working on 3 documents. Player development, move up policy (girls and boys), restructure of mite program. Tiering the mites. 1, 2, 3. Would like to get rid of Sunday noon ice time for mites. In the past it was on Wednesday evening.

Still working on off ice opportunities. Anytime fitness, Kasson, OMC. Looking for coaches for all levels. Going through numbers, levels of play. Ahead of the game this year then last year.

List of on ice aids. Build into the budget to purchase. Will send a list. Keith Stanich
MN Hockey TV video feeds. Rory Haney/Nick Davidson

Look at having all association members meeting to discuss registration items, equipment, coaches/managers info.

- c. Spring Learn to Skate Update: 32 registered. Have coaches registered and high school helpers. 6:30-7:30 Sundays May 7, 14, 21. Ask to stick to the birth year 2019. (4 years old).
- d. 10k Puck Challenge: are we doing this again? If so, I can get it all updated and track it throughout the summer. Last year we had 19 players qualify. The cost of the shirts was \$313.50 and we gave away 2 sticks valued up to \$200/ea. Nick Davidson
- e. Equipment for 1st Time Players: are we doing this again? If so, I can get rolling with Scheels on cost and fitting dates. Last year we limited this to 20 players. The total cost for DCYH was \$4,235.07. I have applied for the \$2,000 Pass the Puck Grant through Minnesota Hockey to help with costs on this. I have not heard back on the status of the application. Mid August deadline. Nick Davidson
- f. Fall Learn to Skate: Penciled on Tuesdays in September. Nick Davidson

- g. Goalie: DCYH is committed to investing in player, coach, and team development. Part of that commitment comes in various forms of financial investment to ensure we are moving the program forward. This proposal specifically targets how we can remain holistically committed to our association values by evaluating our current and future state of goaltender investment.

Historical support for goaltenders has occurred in the format of goalie skill nights instructed by a professional training company and offering equipment checkout to younger goalies to help offset the additional expenses that comes with the position. Unfortunately, goalie skill nights were not part of the 2022-2023 season funding plan and were excluded from the ice schedule. As the HOC Goalie Director, I worked attentively and was only able to schedule, and personally conduct, a goalie skill night in December. It should be noted that ice time was routinely scheduled for player skills development skills on Monday evenings. Additionally, funding was provided for teams to attend professional skills development via OMC in Rochester. I recognize goaltenders could participate in these activities; however, these offerings are targeted at building passing, shooting, stickhandling, and skating skills. Regarding equipment, I'm unaware of any funding or purchase of goaltender equipment during the 2022-2023 season. In March I collected loaned equipment and conducted a complete inventory of equipment. Every piece of equipment in the storage locker was documented and evaluated for potential future use. Furthermore, I identified equipment that is beyond its wearable life. In absence of any formal process regarding equipment, I have developed a new parent/guardian equipment checkout contract and will implement official equipment sizing and checkout before the winter season. Furthermore, I will be offering a second sizing and checkout for the Spring/Summer to accommodate off season needs.

When considering both areas of goaltender investment I have background details related to what should be considered for the 2023-2024 season and beyond.

Equipment

Per the goalie equipment purchase/upkeep schedule I created using PureHockey for quotes:

1. Allocate \$4200 for the purchase of three sets of equipment for the 10U/Squirt level. Each set would include:
 - a. Helmet
 - b. Throat Guard (dangler)
 - c. Leg pads
 - d. Glove
 - e. Blocker
 - f. Chest gear

2. Allocate \$600 for the purchase of 1 order of 'Quick Change' equipment (2 sets included in 1 order) for the Supermite level. A 'Quick Change' set includes:

- a. Leg pads (strap over normal shin guards)
- b. Glove
- c. Blocker
- d. Chest gear jersey
- e. Bag

Goalie Skills Camp

1. Allocate \$6000 to conduct goalie skills development. This amount would include.
 - a. Up to three sessions per month (September – January)
 - b. Ice time
 - c. Goalie Consultant/Trainer Fees

I seek the board approval to invest in goaltender equipment and skill development for the 2023-2024 season at an amount estimated at \$10,800.00. I encourage the board to consider the use of gambling income to fulfill this request.

Struggling most in 28 inch pad. Filling in gaps with sizes we don't have available. Sports Headquarters offer group discounts for association. CCM are for the quotes. (mid range for prices against other brands). Check out sheets for equipment to players. Spring/Summer borrow equipment. \$250 deposit on equipment. Return to the person who loaned out. Equipment pieces (using code on equipment). Start date and end date. Terms of agreement. Gives DCYH damage, loss and value for replacement. Or more if necessary. Will be checked back in for normal wear and tear. 3 year replacement schedule. Still a delay in getting equipment. 4-5 months out.

Tim Brennan

Not include helmets as they expire and each child fits differently in the helmet. Has own preference.

Amy Bebee

Goalie helmets have to be certified at squirt/10U level.

Nick Davidson

Motion to approve up to \$4800 for goalie gear. Holly Huso

Second: Matt Cano

Motion carries: yes

\$5000 to Mantorville Fire from gambling account. Will add for next time to gambling report. Brooke Schaefer

Motion \$7900 for hockey oversight members. (\$7500 for hockey director (Keith Stanich), \$100 for other 4 oversight members (Jessica Stanich, Travis Bebee, Tim Brennon, Nick Davidson.) Matt Cano

Second motion: Holly Huso

Motion carries: yes, no: Jake Appel, abstain: Allan Armstrong

Award cabinet \$11, 698.95 for DCYH, Boys H.S., and Girls H.S. use. (capital improvement). Motion to approve \$5849.48 to pay for 50% deposit. Amy Bebee

Check with high school if they want to contribute. Rory Haney

Motion to pay 50% of the down payment of the cabinet cost from capital improvement. Holly Huso

Second Summer Cano

Motion carries yes

Will check with high school for contribution. Rory Haney

Motion to Learn to Skate (May and September), Little Wild, Warm up ice and tryouts. Summer Cano

Second: Allan Armstrong

Motion carries: yes

[Adjournment @ 10:05pm](#)